

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

April 9, 2008

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TITLE:	Heavy Equipment Operator
POSITION NO:	01701
LOCATION:	Human & Community Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 62, Grade B9 (Blue Collar)
STARTING SALARY:	\$17.67 hourly is entry-level salary
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, April 23, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This position requires regular lifting of cases weighing 12-56 pounds during unloading of shipments. Some deliveries require the driver to maneuver the large equipment in very small alleys/roadways and back trailers with pinpoint accuracy into loading docks. Breakdowns may require the driver to handle tires that weigh several hundred pounds and place chains on tires in subzero temperatures. Meeting scheduled deliveries and pick-up times may be stressful; additionally, facilities may only accept deliveries or pick-ups at certain hours of the day. Long periods of driving in poor weather conditions may be very stressful. Some trips may require the driver to drive the maximum number of hours allowed by law. Drivers manually unload or supervise the loading/unloading of their trucks and are responsible for any shortages or damages while donated foods are in their possession.

Must possess and maintain a valid Montana Class A commercial driver's license (CDL), pass regular physical exams, and take/pass random drug testing. **The successful applicant will be required to sign a Driving Release Record Form.**

TYPICAL DUTIES: This position operates a diesel semi-tractor trailer to transport USDA Commodity foods to recipient agencies in Montana, Wyoming, and Utah as well as driving to other states such as North and South Dakotas, Kansas, Nebraska, and Colorado

to receive donated foods from USDA warehouses and other state warehouses.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of interstate/intrastate trucking rules and regulations in various states; semi-tractor trailer characteristics, their weight capacities, capabilities, dangers, and overall maintenance requirements; record keeping requirements; and how to properly receive food items and detect any damage, overages, shortages, or infestation, and document such inconsistencies while submitting the required reports to the Warehouse Manager or other authorities as may be necessary.

Skills: Skill in operating tractor trailers in difficult situations and poor weather conditions under heavy workloads and maintain scheduled appointments, while maintaining a good working relationship with supervisors, other drivers, and the general public; and good customer service.

Abilities: Ability to work well with supervisors, other carriers, co-workers, recipient agencies, and the general public; keep scheduled appointments while maintaining accurate records and logbooks as well as proper documentation of deliveries and required receipts; and take/pass regular physical exams and random drug testing as required.

EDUCATION/EXPERIENCE REQUIRED: High school diploma or GED **AND** valid Montana Class A commercial driver's license **AND** five years experience driving tractor/trailer rigs on in-town deliveries and over the road.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of valid Montana Class A commercial driver's license is required and may be submitted at any time up until job offer.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.